



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Program Manager, Health/Human Services [Classified Competitive]			Salary &32 \$75,160.59-\$108,992.31
Posting Number 133-17	Position Number 956438	Number of Positions 1	Posting Period * From: 7/28/2017 To: 8/11/2017
Location: Office of Vital Statistics & Registry 369 S. Warren Street, Trenton, 5th floor			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under the direction of the State Registrar, the Deputy State Registrar will be responsible for the functional areas of Outreach and Issuance within the Office of Vital Statistics and Registry.

Outreach: Serves as management liaison to Local registrars in each of New Jersey's 565 municipalities, in compliance with current State law. Oversees Certified Municipal Registrar certifications including conducting initial trainings, recertification trainings in person and via webinars. Manages database of Local registrars. Provides support and guidance to Local Registrars. Supervises staff of three professionals in this area.

Issuance: Provides management support to OVSR staff members whose function is to issue vital records to the general public, in compliance with recognized standards to minimize the risk of fraud. Manages receipt, review and data input of requests, recording of fees, researching of records, secure printing of records and mailing out of records. Supervises staff of seven clerical employees.

Works closely with State Registrar to review policies, procedures and regulations, recommend and implement changes to provide improved service levels and more secure handling of vital records. Assists in planning and implementation of new Electronic Vital Records System (EVRS). Takes on role of Acting State Registrar in the absence of the State Registrar.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Five (5) years of experience in any of the following areas: program management and administration, program research and development, resource planning, and budgeting and staffing, two (2) years which shall have been in a supervisory capacity.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis with thirty (30) semester hours being equal to one (1) year of experience..

NOTE: A Master's degree in Public Health, Public Administration, Business Administration, or a related health area may be substituted for one (1) year of nonsupervisory experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PSTMA@doh.nj.gov

- Mail the required documents to:

**Jill Velez, Executive Assistant 3
Management and Administration
Reference Posting #
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

Required documents:

- cover letter
- resume
- State of NJ Employment Application
(nj.gov/health/forms/dpf-663.dot).

** Responses received after the closing date MAY be considered if the position is not filled.*

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.